

Town Offices

PROGRAM PURPOSE

The Town Offices Program comprises the Town Council Administration Program and the Town Attorney Administration Program, which includes the Self-Insurance Liability Program. The purpose of each program is outlined in the sections that follow this page.

BUDGET OVERVIEW

The FY 2013/14 Town Offices budget reflects adjustments to salaries and benefits due to staffing allocations and changes in employee benefits. There are no anticipated changes to general administrative, legal, or risk management services levels.

☞ TOWN OFFICES ☞

DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2009/10 Actuals	2010/11 Actuals	2011/12 Actuals	2012/13 Adopted	2012/13 Estimated	2013/14 Adopted
REVENUES						
<i>Service Charge</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Interest</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	-	2,250	12,943	-	3,707	3,500
<i>Other Revenues</i>	4,000	945	-	-	-	1,500
TOTAL REVENUES	\$ 4,000	\$ 3,195	\$ 12,943	\$ -	\$ 3,707	\$ 5,000
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 330,174	\$ 305,921	\$ 347,251	\$ 356,239	\$ 348,865	\$ 351,173
<i>Operating Expenditures</i>	54,891	27,856	29,207	53,700	37,195	52,800
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	26,804	27,386	27,782	27,029	26,374	27,458
TOTAL EXPENDITURES	\$ 411,869	\$ 361,163	\$ 404,240	\$ 436,968	\$ 412,434	\$ 431,431
<hr/>						
	2009/10 Actuals	2010/11 Actuals	2011/12 Actuals	2012/13 Adopted	2012/13 Estimated	2013/14 Adopted
PROGRAM						
<i>Town Council</i>	\$ 160,202	\$ 163,447	\$ 188,334	\$ 211,516	\$ 185,313	\$ 201,104
<i>Town Clerk - Elected</i>	-	-	-	-	-	-
<i>Town Treasurer*</i>	-	-	112	-	-	-
<i>Town Clerk</i>	-	-	-	-	-	-
<i>Town Attorney</i>	251,667	197,716	215,794	225,452	227,121	230,327
TOTAL EXPENDITURES	\$ 411,869	\$ 361,163	\$ 404,240	\$ 436,968	\$ 412,434	\$ 431,431

☞ TOWN OFFICES ☞

DEPARTMENT STAFFING

Full Time Equivalents (FTE)

<i>Town Staff</i>	Authorized Positions	2009/10 Funded	2010/11 Funded	2011/12 Funded	2012/13 Funded	2013/14 Funded
Town Attorney	0.60	0.60	0.60	0.60	0.60	0.60
Deputy Town Attorney	0.25	-	-	0.25	0.25	0.25
Legal Admin Assistant	-	0.25	0.25	-	-	-
Deputy Clerk	-	0.05	0.05	-	-	-
Executive Asst. to the Town Mg	0.50	0.50	0.50	0.50	0.50	0.50
Office Assistant	0.35	-	-	-	0.35	0.35
Office Clerk	-	0.35	0.35	0.35	-	-
Total General Fund FTEs	1.70	1.75	1.75	1.70	1.70	1.70

NON-General Fund FTEs

Liability Self-Insurance

Town Attorney	0.35	0.35	0.35	0.35	0.35	0.35
Deputy Town Attorney	0.25	-	-	0.25	0.25	0.25
Legal Admin Assistant	-	0.25	0.25	-	-	-
Total Liability Fund FTEs	0.60	0.60	0.60	0.60	0.60	0.60

Workers Compensation

Town Attorney	0.05	0.05	0.05	0.05	0.05	0.05
Total Workers Comp FTEs	0.05	0.05	0.05	0.05	0.05	0.05

Total Town Offices FTEs

Total Town Offices FTEs	2.35	2.40	2.40	2.35	2.35	2.35
--------------------------------	-------------	-------------	-------------	-------------	-------------	-------------

Elected Officials

Councilmembers		5.00	5.00	5.00	5.00	5.00
Total Elected Officials		5.00	5.00	5.00	5.00	5.00

Temporary Staff Hours

Intern		175	175	175	175	175
Total Annual Hours		175	175	175	175	175



Town Council

TOWN COUNCIL ADMINISTRATION PROGRAM 1101

PROGRAM PURPOSE

The Town Council is the elected legislative body that represents and directs the Town of Los Gatos. The Town Council comprises five Council members, with the Mayor and Vice Mayor appointed annually by the Council each November. The Town operates under a Council/Manager (corporate) form of government that combines the policy leadership of elected officials with the managerial responsibility of an appointed Town Manager reporting to the Council. With the assistance of Town staff, the Mayor and Town Council identify and adopt appropriate policy, program, and budget priorities for the Town.

As an elected Legislature, the Council's priorities reflect, through its regulatory and budgetary enactments, the aspirations of the residents of Los Gatos. These priorities are implicit in the programs adopted and set forth in the annual operating budget for the Town of Los Gatos.

BUDGET OVERVIEW

The FY 2013/14 budget for the Town Council reflects an adjustment in salaries and benefits due to changes in employee benefits. It is anticipated that resources allocated as part of the FY 2013/14 Council budget will continue to include support for general administrative services, including agenda packet preparation and distribution, customer and elected official support, and Council policy/program analysis.

☪ TOWN COUNCIL ☪

SUMMARY OF REVENUES AND EXPENDITURES

	2009/10 Actuals	2010/11 Actuals	2011/12 Actuals	2012/13 Adopted	2012/13 Estimated	2013/14 Adopted
REVENUES						
<i>Service Charge</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Interest</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -				
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 136,603	\$ 146,625	\$ 173,708	\$ 183,401	\$ 172,043	\$ 172,921
<i>Operating Expenditures</i>	19,335	12,987	10,446	23,700	9,155	23,700
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	4,264	3,835	4,180	4,415	4,115	4,483
TOTAL EXPENDITURES	\$ 160,202	\$ 163,447	\$ 188,334	\$ 211,516	\$ 185,313	\$ 201,104

KEY PROGRAM SERVICES

- Represents the residents of Los Gatos
- Formulates and enacts public policy in response to current and anticipated needs within political, administrative, and fiscal constraints
- Provides community leadership as the legislative and policy-making body of the municipal government
- Oversees Town boards and commissions
- Represents the Town of Los Gatos through coordination and collaboration with other government agencies

TOWN COUNCIL STAFFING

Full Time Equivalents (FTE)

<i>Town Staff</i>	Authorized Positions	2009/10 Funded	2010/11 Funded	2011/12 Funded	2012/13 Funded	2013/14 Funded
Executive Asst. to the Town Mgr.	0.50	0.50	0.50	0.50	0.50	0.50
Office Assistant	0.35				0.35	0.35
Office Clerk	-	0.35	0.35	0.35	-	-
TOTAL PROGRAM FTEs	0.85	0.85	0.85	0.85	0.85	0.85

	2009/10 Funded	2010/11 Funded	2011/12 Funded	2012/13 Funded	2013/14 Funded
<i>Elected Officials</i>					
Councilmembers	5.00	5.00	5.00	5.00	5.00
TOTAL ELECTED OFFICIALS	5.00	5.00	5.00	5.00	5.00

Temporary Staff Hours

Intern	175	175	175	175	175
TOTAL ANNUAL HOURS	175	175	175	175	175



Town Attorney

TOWN ATTORNEY ADMINISTRATION PROGRAM 1301

PROGRAM PURPOSE

The Town Attorney is the legal advisor to the Town Council, Successor Agency to the former Redevelopment Agency, and Town staff. In this capacity, the Office of the Town Attorney provides a wide range of legal services to ensure that Town actions and activities are legally sound. The core services of the Town Attorney's Office include, but are not limited to: providing timely legal advice to the Town Council, Town advisory bodies, and staff; drafting contracts, opinions, resolutions, and ordinances; reviewing, processing, and settling claims against the Town; and prosecuting and defending civil lawsuits against the Town.

BUDGET OVERVIEW

The FY 2013/14 budget for the Town Attorney's Office includes minor changes in operating expenses. Funding for outside legal services remains limited due to available resources.

ACCOMPLISHMENTS

Core Values	Accomplishments
<p><i>Community Character</i> Preserve and enhance the appearance character and environment quality of the community</p>	<ul style="list-style-type: none"> • Advised on a significant number of ordinances, policies, and development projects in furtherance of implementation of the 2020 General Plan.
<p><i>Good Governance</i> Ensure responsive, accountable, and collaborative government</p>	<ul style="list-style-type: none"> • Prepared for and supported 28 Council Meetings and 22 Planning Commission meetings.
<p><i>Fiscal Stability</i> Maintain ongoing fiscal stability to provide cost effective core services that meet the needs of the community</p>	<ul style="list-style-type: none"> • Advised on the legal and financial matters associated with the dissolution of the former Town of Los Gatos Redevelopment Agency.

☪ TOWN ATTORNEY ☪

SUMMARY OF REVENUES AND EXPENDITURES

	<u>2009/10</u> <u>Actuals</u>	<u>2010/11</u> <u>Actuals</u>	<u>2011/12</u> <u>Actuals</u>	<u>2012/13</u> <u>Adopted</u>	<u>2012/13</u> <u>Estimated</u>	<u>2013/14</u> <u>Adopted</u>
REVENUES						
<i>Service Charge</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Interest</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	-	2,250	12,943	-	3,707	3,500
<i>Other Revenues</i>	4,000	945	-	-	-	1,500
TOTAL REVENUES	\$ 4,000	\$ 3,195	\$ 12,943	\$ -	\$ 3,707	\$ 5,000
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 193,571	\$ 159,296	\$ 173,543	\$ 172,838	\$ 176,822	\$ 178,252
<i>Operating Expenditures</i>	35,556	14,869	18,649	30,000	28,040	29,100
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	22,540	23,551	23,602	22,614	22,259	22,975
TOTAL EXPENDITURES	\$ 251,667	\$ 197,716	\$ 215,794	\$ 225,452	\$ 227,121	\$ 230,327

FY 2013/14 KEY PROJECTS

Core Values	KEY PROJECTS
<p><i>Community Character</i> Preserve and enhance the appearance, character, and environmental quality of the community</p>	<p style="text-align: center;"><i>Policy Development</i></p> <p>Assist and advise on the review of and revision to the Town’s Entertainment and Alcohol Policy, environmental review of the North 40 site, implementation of the General Plan, proposed firearm regulations, and environmental issues related to development projects.</p>
<p><i>Good Governance</i> Ensure responsive, accountable, and collaborative government</p>	<p style="text-align: center;"><i>Process Improvements</i></p> <p>The Town Attorney’s Office is a service department that must be available to respond to the varying needs of the Town Council and Town staff. However, without compromising this key focus, the Town Attorney will continue to assist in streamlining administrative functions, including contract management, Council action, and code enforcement; and reducing the cost of legal services and overall Town liability.</p>
<p><i>Fiscal Stability</i> Maintain ongoing fiscal stability to provide cost effective core services that meet the needs of the community</p>	<p style="text-align: center;"><i>Improved Efficiencies</i></p> <p>Continue to seek improved efficiencies in providing legal services as necessary to meet budget constraints.</p>

☞ TOWN ATTORNEY ☜

KEY PROGRAM SERVICES

- Represents the Town regarding litigation matters, including criminal prosecutions of code violations
- Serves as the legal advisor for the Town Council, Town staff, and Successor Agency to the Redevelopment Agency
- Processes and evaluates all personal injury, property damage, and other monetary claims against the Town and manages all litigation involving the Town
- Drafts and/or reviews all proposed ordinances and resolutions
- Supervises personal injury and property damage claims and related claims litigation
- Reviews and/or drafts Town staff reports and contracts
- Assists in the administration of the Town’s liability insurance and risk management program
- Negotiates key transactions such as property acquisitions
- Provides legal advice and support to Town boards and commissions

TOWN ATTORNEY STAFFING

Full Time Equivalents (FTE)

<i>Town Staff</i>	Authorized Positions	2009/10 Funded	2010/11 Funded	2011/12 Funded	2012/13 Funded	2013/14 Funded
Town Attorney	0.60	0.60	0.60	0.60	0.60	0.60
Deputy Town Attorney	0.25	-	-	0.25	0.25	0.25
Legal Admin Assistant	-	0.25	0.25	-	-	-
Legal Assistant	-	-	-	-	-	-
Deputy Clerk	-	0.05	0.05	-	-	-
TOTAL PROGRAM FTEs	0.85	0.90	0.90	0.85	0.85	0.85

☪ TOWN ATTORNEY ☪

Performance Objectives and Measures	2009/10 Actual	2010/11 Actual	2011/12 Actual	2012/13 Estimated	2013/14 Budget
1. <i>To reduce the legal and financial consequences of claims and lawsuits against the Town.</i>					
a. Claims for denial or approval processed within 45 days of filing:	98%	98%	98%	98%	98%
2. <i>To protect the Town from legal exposure through the timely review of contracts, staff reports, and Town policies and practices.</i>					
a. Staff reports and contracts reviewed within 24 hours of receipt:	95%	95%	95%	95%	97%
b. Staff questions and referrals responded to within 3 working days:	95%	95%	95%	95%	97%

Activity and Workload Highlights	2009/10 Actual	2010/11 Actual	2011/12 Actual	2012/13 Estimated	2013/14 Budget
1. Number of incident reports processed:	15	15	15	15	10
2. Number of property loss reports processed:	20	20	20	30	30
3. Number of subpoenas handled:	5	5	10	5	5
4. Number of Public Records Act requests processed:	20	20	34	30	40
5. Number of resolutions and ordinances developed:	12	15	50	40	50
6. Number of opinion requests and contracts reviewed:	229	150	195	200	225
7. Number of cases closed:	100	80	12	10	5
8. Number of claims:	15	15	17	15	20
9. Number of Administrative cases (weapons, pitchess motions, code enforcement):	*				10

* 9 is a new measure from FY 2012/13.



Town Attorney

LIABILITY SELF-INSURANCE FUND PROGRAM 1302

FUND PURPOSE

The Town is a member of the Association of Bay Area Governments (ABAG) insurance pool, a self-insurance program established in 1986 to provide general liability, property insurance, and risk management services to 30 cities within the Bay Area. This coverage minimizes the Town's exposure to losses as a result of Town policy or actions.

The annual premium paid by the Town allows for \$10 million total coverage with a \$50,000 deductible per occurrence. Self-insurance rates have been established to accurately allocate the cost of this internal service fund to all programs based on staffing levels, thus more accurately distributing and reflecting actual costs of services.

BUDGET OVERVIEW

The Self-Insurance Program is funded through departmental charges based on established assessment rates per labor dollar expended. Service rates are established to maintain fund balance capacity at a minimum of three times the annual operating expense. This rule of thumb provides a funding source for potential claims against the Town. Excess funding is reduced through lower service rates and transfers back to the General Fund. The Town continues to receive grant funding and to make strides in the area of Risk Management.

FY 2013/14 operating expenditures for the Self-Insurance Liability Program are anticipated to increase due to adjustments in insurance premiums and claim history. The program's fund balance continues to be healthy and can support any additional unanticipated premium or claim expenses. Staff is currently exploring alternative insurance and liability fund structures and providers to reduce costs while maintaining appropriate risk coverage.

∞ TOWN ATTORNEY ∞
Liability Self-Insurance Program

STATEMENT OF SOURCE AND USE OF FUNDS

	<u>2009/10</u> <u>Actuals</u>	<u>2010/11</u> <u>Actuals</u>	<u>2011/12</u> <u>Actuals</u>	<u>2012/13</u> <u>Adopted</u>	<u>2012/13</u> <u>Estimated</u>	<u>2013/14</u> <u>Adopted</u>
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	2,091,700	2,078,635	2,066,068	1,876,615	1,595,140	1,396,050
Total Beginning Fund Balance	<u>2,091,700</u>	<u>2,078,635</u>	<u>2,066,068</u>	<u>1,876,615</u>	<u>1,595,140</u>	<u>1,396,050</u>
Revenues						
<i>Service Charge</i>	491,082	500,056	513,165	501,292	487,061	503,815
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>491,082</u>	<u>500,056</u>	<u>513,165</u>	<u>501,292</u>	<u>487,061</u>	<u>503,815</u>
TOTAL SOURCE OF FUNDS	<u>\$ 2,582,782</u>	<u>\$ 2,578,691</u>	<u>\$ 2,579,233</u>	<u>\$ 2,377,907</u>	<u>\$ 2,082,201</u>	<u>\$ 1,899,865</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ 124,734	\$ 111,295	\$ 122,613	\$ 125,049	\$ 123,967	\$ 127,526
<i>Operating Expenditures</i>	379,413	401,328	861,480	527,200	562,184	572,400
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<u>504,147</u>	<u>512,623</u>	<u>984,093</u>	<u>652,249</u>	<u>686,151</u>	<u>699,926</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	<u>2,078,635</u>	<u>2,066,068</u>	<u>1,595,140</u>	<u>1,725,658</u>	<u>1,396,050</u>	<u>1,199,939</u>
Total Ending Fund Balance	<u>2,078,635</u>	<u>2,066,068</u>	<u>1,595,140</u>	<u>1,725,658</u>	<u>1,396,050</u>	<u>1,199,939</u>
TOTAL USE OF FUNDS	<u>\$ 2,582,782</u>	<u>\$ 2,578,691</u>	<u>\$ 2,579,233</u>	<u>\$ 2,377,907</u>	<u>\$ 2,082,201</u>	<u>\$ 1,899,865</u>

∞ TOWN ATTORNEY ∞
Liability Self-Insurance Program

FY 2013/14 KEY PROJECTS

Core Values	Key Projects
<p><i>Good Governance</i> Ensure responsive, accountable, and collaborative government</p>	<p style="text-align: center;"><i>Premium Management</i></p> Emphasize the improvement of safety concerns by actively pursuing ABAG training programs. In an effort to minimize insurance claims, the insurance pool offers safety training in areas which produce a high liability risk.

KEY PROGRAM SERVICES

- Acts as liaison with the Town’s Liability Insurance administration
- Informs Town Council and Town management of potential claims and results

LIABILITY SELF-INSURANCE PROGRAM STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	Authorized Positions	2009/10 Funded	2010/11 Funded	2011/12 Funded	2012/13 Funded	2013/14 Funded
Town Attorney	0.35	0.35	0.35	0.35	0.35	0.35
Deputy Town Attorney	0.25			0.25	0.25	0.25
Legal Admin Assistant	-	0.25	0.25	-	-	-
Account Technician	-	0.10	0.10	0.10	0.10	-
Administrative Technician	0.10	-	-	-	-	0.10
Total Liability FTEs	0.70	0.70	0.70	0.70	0.70	0.70

